



Center on the Square Internship Program

111 W. Arch Street, Searcy, AR

About Center on the Square

Center on the Square is a non-profit, 501(c)(3) corporation dedicated to the expansion and appreciation of the performing arts in the region. Our organization is supported in part by the Arkansas Arts Council, a division of the Arkansas Department of Heritage, and the National Endowment for the Arts. We are a member of the American Association of Community Theaters. Executive Director Lana Hallmark has more than thirty years experience in professional and educational theater. She taught drama at Searcy high school for twenty years before opening 111 Arch Street Theater in downtown Searcy. Now as Executive Director of the Center, Lana oversees a thriving program which offers eight main stage shows per season, as well as the hugely successful after-school children's theater workshop, KidStage.

About the Internship Program

The Center on the Square Internship Program enables college students to explore career paths in various areas of the arts. We have Internships available in Administration, Production, and Children's Theatre. Interns are valuable additions to our staff, and they are assured of both managing individual assignments and receiving individual attention. Typically, Interns make a commitment of **at least** 10 hours per week (minimum 6 in house) per academic term. Academic credit can be arranged through your academic institution. At least 1 year of college is required for most Internships. Positions usually begin in August, January, and June but can be available year-round to accommodate differences in academic schedules.

Internships are unpaid positions, and no housing is provided.

Available Internships

• **Administration**

The Administrative Intern will assist Center on the Square's Administrative Staff with the day-to-day operations of running the theater. Projects include marketing and development tasks such as target market research and group sales, coordination and execution of direct mail campaigns, updating databases, graphic design, archiving of materials, and ad sales. Also included are box office duties, company management, and securing rights/royalties for productions. Candidates should have strong written, verbal and phone skills and be enthusiastic self-starters. Strong computer and graphic design skills preferred. Applicants should be motivated and creative individuals with a strong willingness to learn and work in a professional environment.

• **Production**

The Production Intern will work closely with the Technical Director and Executive Director. Duties may include set design, construction and painting, load-in, strike, light design, light hang/electrics, prop maintenance, costuming, and serving on running crew for productions. The successful candidate will have demonstrated significant previous experience in at least one of the above areas of production, as well as a willingness to learn new skills as required. Strong problem solving and communication skills, as well as adaptability, are a must.

• **Children's Theater**

The Children's Theater Intern will work closely with the instructor of our widely successful after-school program, KidStage, which serves more than 150 students annually from White County and surrounding areas. Duties may include classroom management, preparing and leading workshop activities or rehearsals, and supervising costumes, sets, and other technical elements of KidStage productions. The successful candidate will have demonstrated previous experience in education and/or children's theater, as well as a willingness to learn new skills as required. Strong problem solving and communication skills, as well as adaptability, are a must.

Each position is unpaid, and academic credit can be arranged through your academic institution.

Please mail or email resume and cover letter to: Mike Woodall, Center on the Square, 111 W. Arch Street, Searcy, AR 72143; email: centeronthesquare@sbcglobal.net.